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RETURN TO

**RECORDS SERVICES DIVISION
GENERAL SERVICES OFFICE
12 February 1954**

Chief, General Services Office

Chief, Records Services Division

Activity Report for Week Ending 11 February 1954

The following are the principal activities in the Records Services Division for the week ending 11 February 1954.

a. The Area Records Officer in the Office of Logistics has requested assistance in conducting a records inventory. The project will be undertaken shortly.

b. As a result of the comments of the ADD/A with respect to the proposed Writers' Guide project contact was made with Col. Baird of the Training Office. He has indicated some question with respect to his approach to the suggestion made by the ADD/A, and will contact me for further discussion on the program during the coming week.

c. The proposed agency notice describing the use of Letterex, and indicating the contact under which it is best applicable was forwarded for issuance.

d. The specifications for the Security Desk Trays are in process of preparation.

e. The work load in Forms Management is still heavy and there is approximately a backlog of one weeks work.

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g. The work load and supplemental distribution work has shown an increase both with respect to items received for stock and request for information.

h. As a result of procedures developed by Machine Records Division an estimated saving of 160 hours in typing time has been eliminated in the preparation of "Shopping List of Requirements" for the Supply Division, Logistics Office.

i. A request has been received from CIA, Top Secret Control Officer to establish a special area in the Records Center for storage of approximately fourteen safe file cabinets of Top Secret material.

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Discussions will take place with the Security Office and the originating office before the final transfer of these records is effected.

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j. Conference was held with Messrs. Angel and Campbell, and Miss Drury of the National Archives and Records Service, and [redacted] of the Security Office, with respect to the ultimate disposition of the National Selective Service records. At the request of the Director of the Bureau of the Budget, National Archives and Records Service undertook a study of the activities of Selective Service records maintained in 54 depots throughout the United States. The result of this survey indicated that over ninety percent of these records should not be considered to be permanent. Most agencies have indicated agreement with a tentative proposal that the records should be destroyed. Certain agencies, however, such as ours, which use these records in the investigation processes conducted by them, feel that there is a continuing need for the retention of these records. The purpose of the discussion this morning was to determine the viewpoint of CIA. Mr. [redacted] has agreed to take the matter up with the Director of the Security Office and present their viewpoint shortly.

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Report for week ending 11 February 1954
from RECORDS DISPOSITION BRANCH

General Services Office

Experience has shown that records of discontinued activities should be afforded unusual protection. Otherwise, time and numerous raids reduce such records to little or no value. It is suggested, therefore, that the records of the Chief, GSO, be transferred to the Records Center as soon as possible. These records document the functional activities of a main office of the Agency during the period of its existence and are worthy of preservation.

Logistics Office

The Logistics' Records Officer called this week to ask assistance in conducting a records inventory. Following the development of detailed plans and proper understanding, this project will be initiated.

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Chief, Records Disposition Branch

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Report for week ending 10 February 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide

- 25X1 a. Submitted for [] signature a letter to Reader's Digest requesting permission to quote the article "Nailing it Down."
- b. Continued research activity from texts procured at a staff member's own expense.
- c. Developed a check list by which an individual can evaluate his writings.
- d. Drafted two sections on the construction of paragraphs and sentences.

2. Program Promotion

- a. Discussed with Records Services Division staff members the organization and functions of those offices in which disposition surveys are being conducted. On the basis of information obtained, outlined suggested approaches for installing and operating our programs in the Medical Office, Office of Scientific Intelligence, General Counsel Office, and Foreign Broadcast Information Division.
- 25X1 Submitted this material to []
- b. Drafted the brochure "Streamlining Your Writing" and its accompanying memorandum. Graphics Registry will be contacted for preparation of the brochure's cover.

3. Agency-wide Use of Letterex - Prepared a proposed CIA Notice describing Letterex and the conditions under which it should be used, and informing our people where it can be obtained. Submitted this notice to Regulations Control Staff by memorandum over Mr. []
- 25X1 []

4. Miscellaneous Projects

- a. Upon request of the Records Disposition Branch, sketched a suggested cover for the Records Disposition Handbook.

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b. Revised the proposed Records Services Division functional chart according to the expressed desires of Branch Chiefs. Prepared a new chart for photostat reproduction and obtained copies for [REDACTED] 25X1

25X1 c. Analyzed CIA Regulation [REDACTED] Mail Service-- Penalty Indicia Mail, and summarized its reporting requirements in chart form. The proposal to include such a chart in a future revision of the Regulation will be discussed with [REDACTED] the Comptroller's Office.

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Chief, Reports & Correspondence
Management Branch

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Report for week ending 11 February 1954
from RECORDS SYSTEMS BRANCH

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[redacted] called at this office to discuss a change which he proposes to make in the arrangement of vital materials in file. The proposed change would eliminate the subject classification now used and which appears to serve no useful purpose. Under the change, like materials will continue to be filed together but no subject classification will be used. If material is not a part of a continuing series to which accretions are added periodically, it would be filed by office Division, Branch and deposit number. Other special arrangements, specified by depositing offices, would, of course, be adhered to.

Arrangements have been made for a draftsman from the Office of Communications to prepare drawings of the Security Desk Trays to be used in putting the order out for bid. Some delay in preparing the drawings was experienced in the past week because of other assignments given the draftsman. Unless there are other delays, the drawings should be ready in about three days. The Safemasters Company has also supplied specifications for the boxes which are currently being revised to meet the requirements of the Procurement Office.

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[redacted]
Chief, Records Systems Branch

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Report of the RECORDS CENTER BRANCH for the week ending 10 February 1954

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A functional organization has been actively established in the Center. This organization definitely defines the responsibility for accessioning, reference, and disposal.

Work has actively started on the Disposal Tickler project. Information is being transcribed onto Form 60 - 76, Records Center Control Card, from the Records Retirement Request on a current basis as they are received; and the back-log of old requests is being processed as time permits.

The two couriers that had tentatively agreed to accept the vacant position in the Center have now declined the position.

The entrance into the Records Management Course, USDA Graduate School, of three employees of the Center has been delayed for a week because Security has not as yet given clearance.

The Office of Communications is using three electrical outlets at the south end of the building to provide current for machines in trailers parked adjacent to the building.

Activity in the Supplemental Distribution Unit has shown a slight increase in both material received and furnished for the week.

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[redacted] has asked that a meeting be arranged with the Foreign Operations Administration records officer to discuss the records disposition standards applying to files of foreign missions. The presence of the Chief, Records Center Branch has been requested by [redacted]

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[redacted]
Chief, Records Center Branch

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Report for week ending 10 February 1954 from MACHINE RECORDS BRANCH

Administrative:

The moving of machines from Wing B to Wing A will take place Monday, 15 February 1954. As previously mentioned, it is felt that this arrangement of machines will improve utilization and accessibility.

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[redacted] a Machine Records Branch employee assigned to the Unvouchered Payroll Section, suffered an injury while on duty that has necessitated his being confined to bed for an indefinite period.

The employees of Machine Records Branch wish to express their gratitude to [redacted] for the many considerations extended them and the pleasant relations while being a part of General Services Office.

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Operational:

Unvouchered Accounting Section - The urgent need of the Audit Office for special expenditure reports required Machine Records Branch to work overtime in order to furnish these reports by 8 February 1954. Officials of the Audit Office have expressed their appreciation for the expedient manner in which their request was handled.

Procurement and Accounting Section - A six copy "Shopping List of Requirements" showing stock number, quantity, unit measure, unit price, and complete catalog description was completed on 4 February 1954. According to [redacted] Supply Division, this IBM run has eliminated typing of shopping lists and requisitions, thereby, saving at least 160 hours of typing time. Upon request, a rerun of the six copy shopping list was made on 8 February.

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[redacted]
Chief, Machine Records Branch

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APPENDIX B

Week ending 11 February 1954

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		18,697
Images Filmed - Rotary Camera	5,436	9,785
Flat-bed Camera		
2. Mail Activities		
a. Post Office Mail	5,849	5,064
Incoming	6,984	6,537
Outgoing		
b. Postage expended	\$ 877.49	\$ 800.12
c. Scheduled courier trips	315	240
d. Special courier trips	74	55.3
e. Inter-Agency mail by courier		
Incoming	978	956
Outgoing	1,036	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles:		
Available	4	-
Available but delayed	0	-
Not available	2	-

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